

CIA INTERNAL USE ONLY

22 APR 1977

Chief, Graphics Register Division

Chief, Records Management Staff

Study of Filing Systems in Your Office and the Offices of Your Branch Chiefs

1. I am pleased to report the following results from our study and the assistance of your people in implementing recommendations:

a. Separated all current records from noncurrent material in each of the three offices. This has sped up reference to current files and facilitated appraising noncurrent material for destruction, or transfer to the Records Center. The equivalent of two file drawers of inactive nonrecord material was destroyed during the study on the basis of appraisals by your people.

b. Installed the Agency subject-numeric filing system in each of the three offices. The installation phase included making new folders for each subject category, case, or project in the current files. The work of this rather tedious phase was shared by members of my staff and your secretarial personnel. I appreciate the fact that your people shared this work in addition to performing their regular duties. The changeover from nonstandard to standard folders gained up to 20% more file space in some file series. This more than paid for scrapping the old folders. In addition, the new folders, used in conjunction with the subject-numeric system, will materially simplify reference to the files and ensure continuity of filing operations regardless of personnel turnover or absence.

2. The following is a summary by file drawers of present safe cabinet utilization in the three offices:

	<u>Division Chief</u>	<u>Chief, File Branch</u>	<u>Chief, Photo- graph Branch</u>
Current material	7	3	3
Noncurrent material	2	2	3
Vacant space (Available for overnight storage and expansion of files)	3	3	2
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Total drawers	12	8	8

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3. This summary supports a conclusion that there is sufficient vacant cabinet space in each of the three offices to accommodate any foreseeable expansion of files, provided records are destroyed or retired to the Records Center according to records control schedules now being developed for your Division, and provided further that the filing systems installed in these offices are maintained in the manner we have recommended.

4. The objectives of this study were fully met through the assistance and cooperation of your people. Please call on this Staff if we can again be of service to you.

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CC:

Mr. Clegg/CCR

1 -Addressee

2 RMS 1-

Mgt/S/RMS  w1(22Apr.57)

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